Beyond Our Classroom Walls

Podcasting as an Instructional Tool

Round Rock ISD  
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Julie Haney, Erin Lundie & Jen Freeman



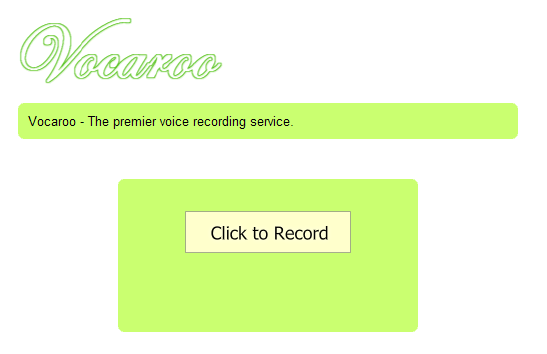
We can be…**Consumers of Podcasts**

* iTunes Store
* [Scholastic](http://www2.scholastic.com/browse/article.jsp?id=11531)
* [The Downs FM](http://www.downs.kent.sch.uk/page_viewer.asp?pid=10&type=podcast&title=The+Downs+FM+(Podcast))
* [Education Podcast Network](http://epnweb.org/index.php?openpod=20)
* [Podcast Alley](http://www.podcastalley.com/index.php)
* [Podfeed.net](http://www.podfeed.net/)
* [Podcasts for Educators](http://recap.ltd.uk/podcasting/index.php)  
    
  We can be…**Producers of Podcasts**
* Teacher Created
* Student Created
* Vocaroo
* Audacity (free download)
* Posting to your TeacherWeb

Activity #1: Take some time to explore some of the podcast sites above. Make a note of at least one podcast that might be useful to you as an educator, one that might benefit your students, and one that may serve as an inspiration for a future student created project.

Using Vocaroo to Create Simple Podcasts

1. Visit [www.vocaroo.com](http://www.vocaroo.com) It is a one touch recording website. Currently, there is no limit to the length of recording, but editing within the site is not possible.



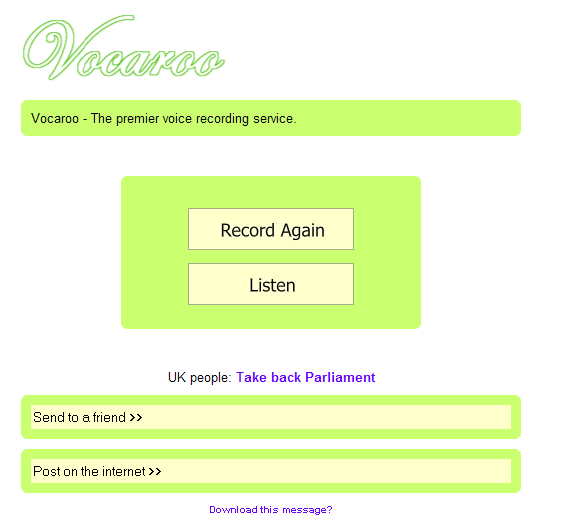
2. Make sure your microphone is plugged in, and press record. You will receive a prompt asking if the website can access the microphone. Choose Allow. Once you choose allow, recording will begin right away, so be ready!



3. When you are done, click Stop to finish your recording.

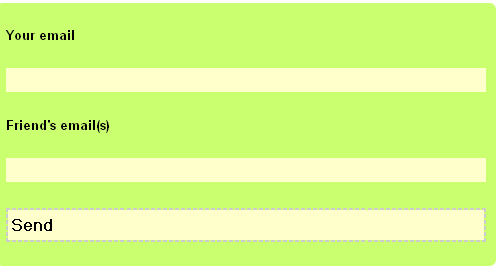


4. When you are done, you have several options.



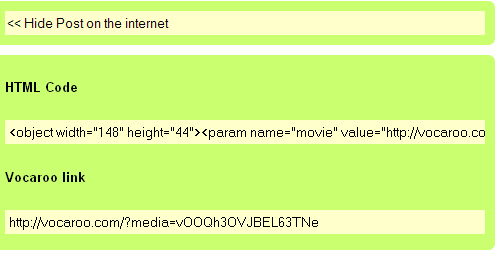
Listen to your recording.

Record again: lets you scrap this recording and do it again.



**Send to a friend:** you enter your email and the recipient’s email and click SEND. You’ll be prompted to enter a password to create your account. Your recording is sent as a link to the recipient. All the recordings you create will be stored in your account.

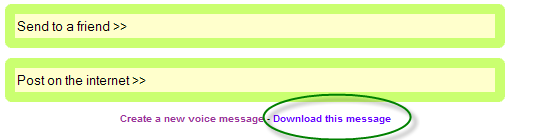
If you choose Post on the Internet, you get two other options:



**HTML Code:** copy and paste the code to embed a Vocaroo player on your TeacherWeb page or blog. From an Enhanced Text page, click on HTML view and paste the code where you want it.

**Vocaroo Link:** you can copy the link to this specific recording and send it in an email, or post it on your TeacherWeb page.

You have one more option, Download.



**Download this message:** right click on “Download this message” and choose “Save Target As”. Navigate to where you want to save the file. You can save it to students’ folders, edit it in Audacity, or use it in other Multi-Media projects like Movie Maker or Power Point.

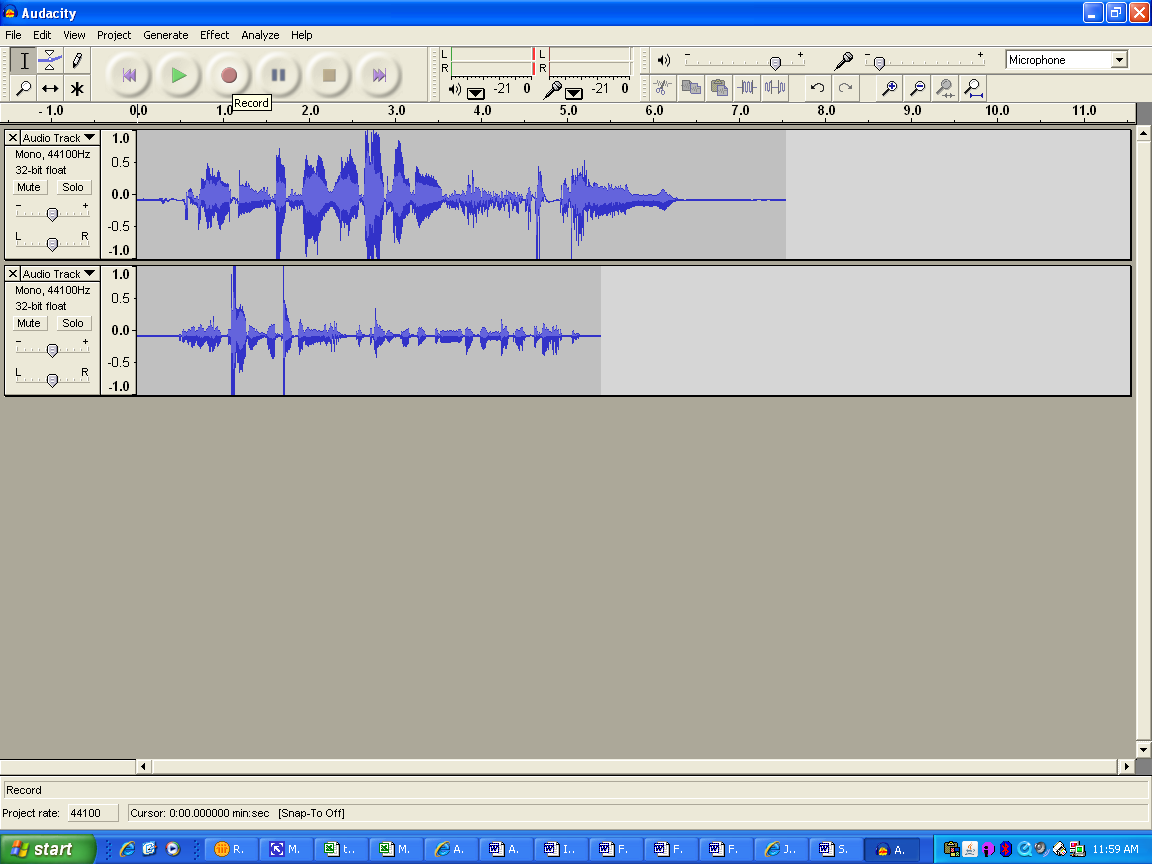
One of the most powerful things about Vocaroo is how simple it is to use. Students can use it with little up front instruction and still get good results.

**Activity #2:** Use Vocaroo to create a simple recording. Email it to a friend (or yourself), practice embedding the code or using the link feature on your Teacherweb page. Try saving your recording to your H drive. Possible topics: have a good summer message, welcome back to school message, poem, brain teaser, etc.

Using Audacity to Create Audio Podcasts

**Recording**

1. Open Audacity and plug in your Microphone.
2. Click the record button and record your voice.
3. Once you have finished recording click the Stop button. (You should see a single audio track with a wave signal representing your audio that was recorded.)
4. The next time you record it will appear on a different track. Just make sure that your cursor is on the end of the track!



Track 2 - Recording

Track 1 - Recording

**Playback and Editing:**

1. **To Listen:** Click the Play button to review what has been played. The playback will begin wherever the playback marker is located. To hear a specific section, click before the section and select Play.
2. **To delete a section:** Click and highlight the section desired and hit the delete key on your keyboard.
3. **Increasing the Volume:**  Highlight the section and choose the Effect menu and – Amplify. Click OK
4. **To Change the vocal Effects:** Highlight the section and choose an effect from the Effect menu. This will change tone, speed, pitch, etc.
5. **Undo:** If the added effect is not what you want, choose Edit – Undo
6. **Adding Audio:** Under Project – Choose Import Audio and navigate to the saved audio. \*\*\*Make sure all music is copyright approved.
7. **Moving Tracks Around:** To cut and paste audio together, highlight the desired portion, and choose Ctrl C. Click where you want to paste the info and choose Ctrl V.

**Activity #3:** Create a simple recording using Audacity. Cough somewhere in your recording and edit your recording to remove the cough. Practice using some of the different effects such as changing the tone and pitch.

**Saving and Exporting**

If you are returning to work on it later, choose File – Save Project to save it in the Audacity format. Once the project is FINISHED, export your file as a MP3 file. All project files should be saved to your network folder.

**To export your file as an MP3:**

1. From the menu bar in Audacity, click File, select Export as MP3 file.
2. The next window is the “Save MP3 File As:” window, save all files to

your server folder.

1. Give your file a filename then click Save.
2. Editing the ID3 tags for the MP3 file window will appear. You may enter

information on the IDTag which can help you if you create playlists in

iTunes. Remember students should never include their full name in any of the

TAG info if the final product will be broadcasted outside of the building.

1. Click OK
2. Your audio file has now been exported and saved as an MP3 file.
3. Close Audacity.

**Posting your Podcast to TeacherWeb**

There are two steps to uploading and posting a media file:  
1. Upload the file so that it is available for use in your site.  
2. Select where and how you'd like to post the media file.

**UPLOADING MUSIC FILES or VIDEO FILES:**

To upload your files to your website:

1. Go to your Update Index page.
2. Click the Page Settings Tab.
3. Click the File Management button, browse to where your podcast is saved, and upload your file.

**INSERTING THE MP3 LINK ON YOUR ENHANCED TEXT PAGE:**

To create the link to your podcast:

1. Go to your Enhanced Text Page / Podcast Page.
2. Click on the Last Modified link on the bottom of the page.
3. Enter text.
4. Click below the text.
5. Click on the Files/Links dropdown list from the toolbar.
6. Expand the Files list by clicking on the plus sign and choose your audio file.
7. Enter your password and submit changes.

**Activity #4:** Take your finished podcast (saved as an MP3) and upload it to your Teacherweb page and link it your Enhanced Text/ Podcast page.